

COMPANY RULES AND REGULATIONS

The following rules are designed to create a positive work environment, ensure professionalism, and maintain a high standard of service.

1. Every employee of _____ should maintain a polite, friendly, and professional demeanor when interacting with clients and guests. Complaints should be handled calmly, and any difficult situations should be escalated to a supervisor.
2. All employees at _____ must adhere to their work schedules and clock in and out on time. Any changes to the schedule should be approved by a supervisor at least 24 hours in advance. The employee must inform the company at least 1 hour before their scheduled shift if they will be absent. However, this rule only applies to emergency situations.
3. All employees are expected to treat their colleagues with respect and avoid any form of harassment, discrimination, or unprofessional behavior. Any conflicts should be resolved through appropriate channels.
4. All employees are required to wear the company uniform or appropriate attire based on the event's nature (e.g., formal events may require business attire). Uniforms must be clean, and employees should present a well-groomed appearance.
5. The use of alcohol or drugs during work hours is strictly prohibited. Employees must not report to work under the influence of any substances that impair their ability to perform their duties.
6. Employees should use company property, such as vehicles, tools, or electronics, responsibly and for work-related purposes only. Any damage or malfunction must be reported promptly.
7. All employees must follow the event schedule, setup, and breakdown procedures as instructed. Any deviations should be authorized by a supervisor.
8. All staff must maintain the confidentiality of client information, event details, and company strategies. Any breaches of confidentiality will be treated as a serious violation.
9. Employees may not work for or assist competitors in event planning activities while employed by the company. Any external work that may conflict with their responsibilities must be disclosed and approved by management.

10. Employees are required to follow safety protocols, use protective equipment when necessary, and participate in mandatory safety training. Unsafe conditions should be reported immediately.

CONTRACT AND CANCELLATION CONTRACT

This Agreement is made and entered into on [Date] by and between:

_____, a duly registered event management company, with its principal place of business at _____ [Company Address], hereinafter referred to as the "Service Provider," and

[Client Name], residing at [Client Address], hereinafter referred to as the "Client."

1. EVENT DETAILS

- Event Name: _____
- Event Date: [Insert Date]
- Event Location: [Insert Venue]
- Expected Number of Guests: [Insert Number]

2. SCOPE OF SERVICES The Service Provider agrees to provide the following event management services:

- Venue setup, decoration, and floral arrangements
- Guest registration and seating arrangement
- Catering coordination (snacks, lunch, refreshments)
- Audio-visual and technical support
- Security and crowd management
- Overall event coordination and execution

3. PAYMENT TERMS

- Total Fee: [Insert Amount]
- Payment Schedule:
- o Initial Deposit (50%): Due upon signing this agreement

- o Final Payment (50%): Due [X] days before the event date
- Payments to be made via [Bank Transfer/Cash/Other Payment Methods]

4. CANCELLATION & REFUND POLICY

- If the Client cancels [15] days or more before the event, they will receive a [50%] refund of the total contract price.
- If the Client cancels within [14] days of the event, the deposit is non-refundable.
- In case of unforeseen circumstances (e.g., natural disasters, national emergencies), both parties may renegotiate terms or reschedule the event.

5. LIABILITY & FORCE MAJEURE

- The Service Provider shall not be held liable for any damages or losses due to circumstances beyond their control (e.g., weather conditions, government restrictions, or unforeseen emergencies).
- The Client agrees to cover any additional costs that arise due to last-minute changes or requests beyond the agreed services.

6. TERMINATION OF AGREEMENT This contract may be terminated under the following conditions:

- Breach of contract by either party
- Failure to make payments as agreed
- Mutual agreement in writing between both parties

7. GOVERNING LAW This agreement shall be governed by the laws of [Jurisdiction]. Any disputes arising under this contract shall be resolved in the courts of [Jurisdiction].

8. SIGNATURES By signing below, both parties acknowledge and agree to the terms and conditions stated in this contract.

Client Name: _____

Signature: _____

Date: _____

Service Provider : _____

Signature: _____

Date: _____

SUPPLIER AGREEMENT CONTRACT

This Supplier Agreement is made on [Date] by and between:

_____, a duly registered event management company, hereinafter referred to as the "Event Organizer," and

[Supplier Name], with its business located at [Supplier Address], hereinafter referred to as the "Supplier."

1. SUPPLY OF GOODS/SERVICES

- The Supplier agrees to provide the following goods/services for the _____ event:
 - o [List of Items/Services]
- Delivery Date: [Insert Date]
- Delivery Location: [Insert Venue]

2. PAYMENT TERMS

- Total Agreed Amount: [Insert Amount]
- Payment Schedule:
 - o [X]% deposit upon signing this agreement
 - o Balance payment upon successful delivery and service completion

3. QUALITY AND COMPLIANCE

- The Supplier guarantees that all goods/services provided meet the agreed specifications and quality standards.

- Any defective or substandard items must be replaced at no additional cost.

4. CANCELLATION & TERMINATION

- If the Supplier fails to deliver goods/services as agreed, the Event Organizer has the right to terminate the contract without liability.
- If the Event Organizer cancels the order [X] days before the event, a partial refund of [X]% will be provided.
- Force majeure clauses apply.

5. LIABILITY & INSURANCE

- The Supplier must have valid insurance covering damages or losses during transit or service provision.
- The Event Organizer is not responsible for any supplier-related incidents or accidents.

6. CONFIDENTIALITY

- Both parties agree to keep any confidential business information private and not disclose it to third parties.

7. GOVERNING LAW

- This agreement shall be governed by the laws of [Jurisdiction].

8. SIGNATURES

Supplier Name: _____

Signature: _____

Date: _____

Event Organizer : _____

Signature: _____

Date: _____

VENUE RENTAL AGREEMENT

This Venue Rental Agreement is made on [Date] by and between:

_____, a duly registered event management company, hereinafter referred to as the "Event Organizer," and

[Venue Name], with its business located at [Venue Address], hereinafter referred to as the "Venue Provider."

1. EVENT DETAILS

- Event Name: _____
- Event Date: [Insert Date]
- Event Duration: [Start Time] to [End Time]
- Venue Address: [Insert Venue Address]
- Expected Number of Guests: [Insert Number]

2. RENTAL TERMS & CONDITIONS

- The Venue Provider agrees to rent out the venue to the Event Organizer for the specified date and time.
- The venue shall be made available for setup [X] hours before the event and cleanup [X] hours after the event.
- Any additional time required shall be subject to an extra charge of [Insert Rate].

3. RENTAL FEE & PAYMENT TERMS

- Total Venue Rental Fee: [Insert Amount]
- Payment Schedule:
 - [X]% deposit upon signing this agreement
 - Remaining balance due [X] days before the event
- Payments to be made via [Bank Transfer/Cash/Other Payment Methods]

4. VENUE USAGE & RESTRICTIONS

- The Event Organizer agrees to use the venue solely for the purpose of the Mayor's Funeral.
- The Organizer shall ensure that all guests adhere to venue rules and regulations.
- No structural modifications or permanent installations shall be made without prior approval.
- Noise levels must comply with local regulations.

5. LIABILITY & INSURANCE

- The Event Organizer shall be responsible for any damages to the venue occurring during the event.

- The Venue Provider must have liability insurance covering accidents or damages.
- Both parties agree to indemnify and hold each other harmless from any claims, losses, or damages.

6. CANCELLATION POLICY

- If the Event Organizer cancels the booking:
 - days or more before the event: [X]% refund
 - Less than [X] days before the event: No refund
- If the Venue Provider cancels, a full refund shall be issued to the Event Organizer.
- Force majeure clauses apply.

7. FORCE MAJEURE

- Neither party shall be liable for failure to perform obligations due to unforeseen circumstances such as natural disasters, government restrictions, or other emergencies beyond control.

8. GOVERNING LAW

- This agreement shall be governed by the laws of [Jurisdiction].
- Any disputes shall be resolved through mediation or arbitration before legal action.

9. SIGNATURES

Venue Provider Name: _____

Signature: _____

Date: _____

Event Organizer _____

Signature: _____

Date: _____